

General Instruction for requesting SSG funds

July



Submit signed Grant Agreement, Budget and Request for Disbursement for total state portion of your SSG award. Tables 1, 2 & 3 from the SSG Operating Manual must accompany your request for disbursement.

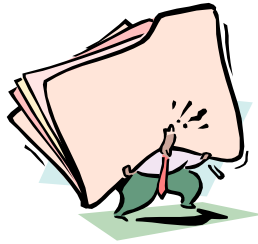
Remember: Send request for an advance of the total amount of state funds with signed, original Grant Agreement. You do not need to include any documentation of expenditures with your request for state funds.

September

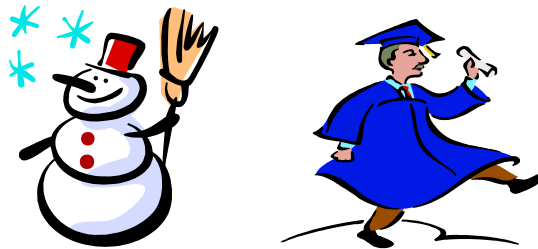


Begin submitting Financial Reports for expenses incurred. You may also begin requesting TANF funds to replace your SSG or other funds that have been expended to date.

Reminder: TANF funds are disbursed by reimbursement only. TANF funds may only be reimbursed for eligible expenses (Operations, Supportive Services) that are described in your SSG Operating Manual.



December thru June

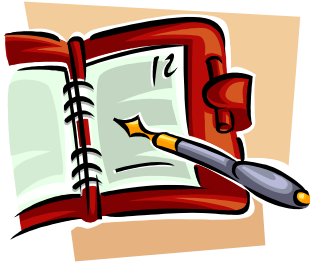


Continue to request TANF funds for reimbursement for eligible expenses. Always submit back up documentation (Financial Reports) with all disbursement requests.

Remember: Your Financial Reports should always reflect your total award not just the state or TANF portion.

Remember: TANF funds should be expended by May 1, 2003 and request for reimbursements made by June 1, 2003.

Important Dates to Remember



Quarterly Statistic Reports are due:

First Quarter- October 15, 2001

Second Quarter-January 15, 2002

Third Quarter-April 10, 2002

Fourth Quarter- July 10, 2002

Close Out Forms are due when all grant funds have been expended but not later than July 15, 2002.